

UNITED STATES COURT OF APPEALS
FIFTH JUDICIAL CIRCUIT
600 CAMP STREET, ROOM 300
NEW ORLEANS, LOUISIANA 70130

POSITION RECRUITMENT ANNOUNCEMENT

- Title:** Automation Support Specialist I
Circuit Executive's Office, Automation Department
Fifth Circuit — New Orleans, Louisiana
- Salary Range:** \$40,443 - \$65,704 (CL-27 with promotion potential to Support Specialist II at CL-28). For applicants in federal service, appointment at CL-27 requires one year of service at CL-25 (GS-9) or equivalent.
- Position Summary:** The incumbent reports to the Assistant Circuit Executive for Automation and provides technical and end-user support to judges' chambers and court units of the Fifth Circuit Court of Appeals.
- Duties:**
- Administers the day-to-day operations and support of networks, PC-based systems, and other major systems to ensure reliable and effective operations.
 - Responds to requests by all judges' chambers and court units requiring assistance in the use of software and hardware.
 - Maintains contacts with other automation court personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user programs.
 - Assists in the procurement of new computer equipment and software packages.
 - Acts as the technical expert in solving computer system problems by analyzing system failures to identify the nature and source of the failure and takes corrective action.
 - Installs and tests new or revised releases of national and commercial systems.
 - Assists in evaluating current automated office functions and makes recommendations on technical and operational changes or enhancements to existing system configurations, usage, and procedures so as to enhance the overall effectiveness of systems and personnel in the court.
 - Conducts training, individually and in a classroom setting, for end users of various software applications.

Environment: The Court of Appeals currently uses the following hardware platforms and software applications:

- Novell Netware 6
- Windows Server 2000/2003
- Lotus Notes R6
- WordPerfect 11/12
- Westlaw and Lexis
- Windows 2000/XP Intel-based PCs and laptops
- 10/100/1000Base-T/FX Network Topology
- Numerous off-the-shelf software and in-house database applications

Requirements: The position requires a bachelor's degree, preferably in computer science or a related field, or equivalent experience and at least two years specialized experience with demonstrated computer support skills applicable to the duties described above, including, but not limited to:

- Detailed, current, and comprehensive knowledge of PC software and hardware;
- Superior diagnostic and analytical competence;
- Talent to communicate effectively with others, both orally and in writing - training experience is a plus;
- Capacity to work harmoniously with others, both technical and non-technical;
- Ability to travel overnight occasionally.

Apply to: Send cover letter and Application for Judicial Branch Employment ([Form AO 78](#)) to:

Automation Support Specialist Vacancy
U.S. Court of Appeals, Fifth Circuit
600 Camp Street, Room 300
New Orleans, Louisiana 70130

Deadline: Friday, June 10, 2005

*The Fifth Circuit is an Equal Opportunity Employer.
Funding is not available to support interviewee travel or relocation expenses.*

The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

This job announcement may involve filling more than one position described herein. The selected applicant must undergo a complete background check, provide educational transcripts, and may undergo technical skills evaluation..

ADDITIONAL INFORMATION

Overview: The U.S. Court of Appeals, Fifth Judicial Circuit, composed of the states of Texas, Louisiana, and Mississippi, is the second largest circuit in the federal system. The automation department for the Court of Appeals is located in the Circuit Executive's office in New Orleans and is staffed with professionals highly skilled in network management, software support, programming, hardware support, and Internet management. The department utilizes the latest technologies and a team-based approach to provide a superior level of service to its customers.

Benefits: Employees of the Court of Appeals, Fifth Judicial Circuit, are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid annual leave for the first three years of employment;
- 20 days paid annual leave after three years of employment;
- 26 days paid annual leave after fifteen years of employment;
- 13 paid days sick leave;
- 10 paid holidays, plus Mardi Gras day;
- Choice of medical coverage from a variety of plans;
- Pre-tax Flexible Spending Accounts (medical and dependent care);
- Life, long-term disability, and long-term care insurance options;
- Federal Employees Retirement System;
- Thrift Savings Plan (similar to 401K, with employer matching \$\$)